

Embassy Suites
 9800 Queensway Blvd
 Myrtle Beach, SC 29572

Electrical Order Form

BOOTH NUMBER: _____

Email completed form to: Lauren.Scarce@hilton.com
 Fax Number: (843) 497-1219
 ATTN: Lauren Scarce, Event Services
 Phone: (843) 692-3114

Specify equipment needing electricity:

NAME:
 PHONE:
 NAME OF CONFERENCE:
 VENDOR NAME:

LOCATION:
 SETUP DATE/TIME:
 DATE OF CONFERENCE:
 DATE ORDERED:

To avoid additional charges, all orders must be submitted to the hotel a minimum of 10 days prior to the event

Electrical Service Required		
<i>(if order is placed prior to 10 days before start of event)</i>		
Quantity	110 VOLT AC Standard Service	Price
_____	5 Amps/500 Watts @ \$60 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	_____
_____	20 Amps/2200 Watts @ \$110 each <i>(Multiple devices on one individual circuit)</i>	_____
_____	Multi-Power Outlet Strip @ \$180 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	_____
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		_____
Total		_____
Quantity	Band Power Box	Price
_____	20 Amps/2200 Watts @ \$395 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 Volt AC Single Phase	Price
_____	50 Amp Service @ \$345 each ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 AC Three Phase	Price
_____	50 Amp Service @ \$445 each ---Includes direct wiring required by a certified in-house electrician	_____
<i>Three phase available only in Kensington Section G & Palladium Section C.</i>		_____
Total		_____
Quantity	Banner Hanging	Price
_____	Banner up to 6' @ \$75 each	_____
_____	Banner 6' - 12' @ \$125 each	_____
_____	Back Drop behind stage @ \$300 each	_____
Total		_____

Electrical Service Required		
<i>(if order is placed after 10 days before start of event)</i>		
Quantity	110 VOLT AC Standard Service	Price
_____	5 Amps/500 Watts @ \$120 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	_____
_____	20 Amps/2200 Watts @ \$220 each <i>(Multiple devices on one individual circuit)</i>	_____
_____	Multi-Power Outlet Strip @ \$320 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	_____
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		_____
Total		_____
Quantity	Band Power Box	Price
_____	20 Amps/2200 Watts @ \$545 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 Volt AC Single Phase	Price
_____	50 Amp Service @ \$495 each ---Includes direct wiring required by a certified in-house electrician	_____
Total		_____
Quantity	208 AC Three Phase	Price
_____	50 Amp Service @ \$595 each ---Includes direct wiring required by a certified in-house electrician	_____
<i>Three phase available only in Kensington Section G & Palladium Section C.</i>		_____
Total		_____
Quantity	Banner Hanging	Price
_____	Banner up to 6' @ \$175 each	_____
_____	Banner 6' - 12' @ \$225 each	_____
_____	Back Drop behind stage @ \$400 each	_____
Total		_____

Final Total: _____

Final Total: _____

Signature: _____ Date: _____



EMBASSY SUITES & KINGSTON PLANTATION

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

FAX COMPLETED FORM TO: (843) 497-1219 ATTN: Lauren Scare Lauren.Scarce@hilton.com

HOTEL USE ONLY: Date: _____

Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one) American Express Discover JCB Diners Club		Visa/MasterCard
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All		
Charges	Room & Tax	Food & Beverage Retail Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____ Date: _____

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
3. Use of open personal power strips is prohibited.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than the “house electrician” make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without “house electrician”.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. **Special pricing** for orders received a minimum of ten (10) days prior to exhibitor arrival for move in.